



# South Dakota Secretary of State

## SHANTEL KREBS

### 2016 School Election Calendar

The annual election for school districts shall be held between the second Tuesday in April and the third Tuesday in June (SDCL [13-7-10](#)). The days to the right are found to be the most common. A school district may choose an alternative date. If you are **COMBINING with the County for the June 7<sup>th</sup> Primary Election** date you will **NOT follow the dates on this calendar**. Please refer to the COMBINING WITH COUNTY ON PRIMARY ELECTION DATE CALENDAR.

The school board shall set the date of the Annual School Election no later than the first regular meeting in January. ([13-7-10](#))

The person in charge of the election must notify the Secretary of State when the election will take place by e-mail, letter, fax, or telephone. ([12-2-7](#))

Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. ([13-7-5](#), [13-7-10.4](#) & [05:02:04:14](#))

Earliest date to begin petition circulation and earliest date to file nominating petition. ([13-7-10.2](#), [13-7-10.4](#), [13-7-6](#))

Deadline for filing nominating petition. If this is a **Friday**, please plan accordingly to be available to accept petitions. ([13-7-10.2](#), [13-7-10.4](#), [13-7-6](#))

Deadline for submission of written request to withdraw candidate's name from nomination. ([13-7-7](#))

*Have you ordered your election kit yet? If you plan to, consider ordering one soon.*

School districts with a total enrollment of **more than 2,000 students**, within 15 days of filing a nominating petition, a **candidate** must file a Candidate Financial Interest Statement ([12-25-30](#)). This is filed with the person in charge of the election and a sample form can be found at [sdsos.gov](#), under Elections & Voting, Campaign Finance and Paper forms.

*Don't forget to have your School Board appoint your Election Board. ([13-7-12](#) & [05:02:05:11.01](#))*

Publish first deadline of voter registration notice that needs to be published each week for two consecutive weeks. ([12-4-5.2](#) & [05:02:04:04](#))

Publish last deadline of voter registration notice that needs to be published each week for two consecutive weeks. ([12-4-5.2](#) & [5:02:04:04](#))

*Is your ballot ready? Absentee voting begins soon. The ballot form can be found at [05:02:06:15](#).*

Deadline for voter registration. ([12-4-5](#))

Absentee ballots must be made available no later than 15 days prior to the election. ([13-7-13](#))

**Second  
Tuesday  
in April**

**First Tuesday  
after the first  
Monday in  
June**

**Third  
Tuesday in  
June**

**April 12<sup>th</sup>**

**June 7<sup>th</sup>**

**June 21<sup>st</sup>**

As soon as  
possible.

As soon as  
possible.

As soon as  
possible.

Weeks of  
January 18<sup>th</sup>  
and  
January 25<sup>th</sup>

Weeks of  
February 15<sup>th</sup>  
and  
February 22<sup>nd</sup>

Weeks of  
March 15<sup>th</sup>  
and  
March 30<sup>th</sup>

January 29<sup>th</sup>

March 1<sup>st</sup>

April 12<sup>th</sup>

February 26<sup>th</sup>  
5:00 pm

March 29<sup>th</sup>  
5:00 pm

May 13<sup>th</sup>  
5:00 pm

February 26<sup>th</sup>  
5:00 pm

March 29<sup>th</sup>  
5:00 pm

May 13<sup>th</sup>  
5:00 pm

Week of  
March 7<sup>th</sup>

Week of  
May 2<sup>nd</sup>

Week of  
May 16<sup>th</sup>

Week of  
March 14<sup>th</sup>

Week of  
May 9<sup>th</sup>

Week of  
May 23<sup>rd</sup>

March 28<sup>th</sup>

May 23<sup>rd</sup>

June 6<sup>th</sup>

March 28<sup>th</sup>

May 23<sup>rd</sup>

June 6<sup>th</sup>

Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. ( <a href="#">13-7-8</a> & <a href="#">05:02:04:15</a> )	Weeks of March 28 <sup>th</sup> and April 4 <sup>th</sup>	Weeks of May 23 <sup>rd</sup> and May 30 <sup>th</sup>	Weeks of June 6 <sup>th</sup> and June 13 <sup>th</sup>
Publish facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. ( <a href="#">13-7-8</a> & <a href="#">12-16-16.2</a> talks about the size for publication)	Week of April 4 <sup>th</sup>	Week of May 30 <sup>st</sup>	Week of June 13 <sup>th</sup>
Automatic tabulating systems only. Conduct a public test of the system. Must publish notice 48 hours before test. ( <a href="#">12-17B-5</a> & <a href="#">5:02:09:01.01</a> )	April 2 – 11	May 28 – June 6	June 11 – 20
<b>5:00 pm the day before the election is the deadline for a voter to <u>absentee vote in person</u>.</b>			
<b>Election Day. Polls open 7:00 am to 7:00 pm (<a href="#">13-7-10</a>).</b> <i>Remember a voter can request an absentee ballot via authorized messenger up to 3:00 pm the day of the election and the ballot has to be returned in time to get it to the polling location.</i>	<b>April 12<sup>th</sup></b>	<b>June 7<sup>th</sup></b>	<b>June 21<sup>st</sup></b>
School districts with a total enrollment of <b>more than 2,000 students</b> , <u>within 15 days of being elected</u> , a board member must file an Elected Official Financial Interest Statement ( <a href="#">3-1A-4</a> ). This is filed with the person in charge of the election and a sample form can be found at <a href="#">sdsos.gov</a> , Elections & Voting, Campaign Finance and Paper forms.			
Deadline for the official canvass. ( <a href="#">13-7-18</a> )	Next meeting	Next meeting	Next meeting
Certificates of Election are not required by law to be issued.			

**Note:** If the school election is combined with a municipal election on a date other than the 2<sup>nd</sup> Tuesday in April, all dates follow [SDCL 13-7](#) (except when combined with the county for a primary election).

**Ballot color for combined elections:** if combining, one ballot must be white and the other jurisdiction will use a contrasting color (do not use yellow as that is the color for sample ballots). [ARSD 05:02:06:18](#)

**Notify County Auditor:** Contact your County Auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. ([SDCL 7-7-2](#))

To check the registration status of candidates and petition signers (Business Managers are required to do this for candidate elections per [ARSD 05:02:08:00](#)) go to: <http://cityandschoollookup.sdsos.gov/Login.aspx> . If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide it to you.

Contact a member of the Secretary of State's Election Team with any questions. [Elections@state.sd.us](mailto:Elections@state.sd.us) or 605-773-3537.

Additional **election resources** can be found at: <https://sdsos.gov>. Then click Elections and Voting, Election References and then Municipal & School Elections.